

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814  
(916) 445-7046



August 18, 1983

ALL COUNTY LETTER NO. 83-84

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY AUDITORS  
ALL COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: IHSS - TIME STUDY AND FISCAL CLAIMING INSTRUCTIONS

The Department has identified time study inconsistencies, which apparently have evolved since the implementation of the State Payrolling System for individual providers of IHSS services.

Therefore, this is to provide counties with clarification of the IHSS time-study and claiming policies, and to advise that, effective with the January-March 1984 quarter, counties are to ensure compliance with the following instructions:

Time Study Procedures

Time spent by county welfare department staff, and their first-line supervisors in the actual delivery of authorized IHSS services is to be reported on the Social Services Worker Time Study (DFA 46) to line A, In-Home Supportive Services Providers/Supervision.

Fiscal Claiming Procedures

Allowable costs attributable to the actual provision of services and funded through the county IHSS-Direct Services allocation are listed below, by method of service delivery:

1. County Welfare Staff Provider Mode

Salaries and benefits of CWD providers of IHSS services, their first line supervisors, and the allocable CWD overhead costs are determined and claimed in accordance with the quarterly time study process and cost allocation system.

2. Contracted Agency Provider Mode

Payments to contracted agencies for the delivery of IHSS services are to be claimed in accordance with the terms and provisions of the contract as approved by DSS. Contracted costs are to be identified on the DFA 325.3, Specific identification of Direct Costs-Social Services, to Group III A.3, Purchase of Services.

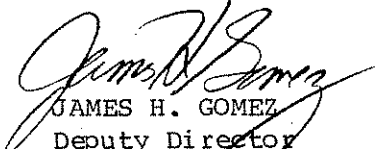
### 3. Individual Provider Mode

Payments to an individual for the provision of IHSS services are processed through the DSS Payrolling System in accordance with Manual of Policies and Procedures Section 30-769.

Counties are reminded that time spent by caseworkers providing staff activities, i.e., assessment, computation of recipient share of cost, assisting the recipient in obtaining an Individual Provider, etc., are to be reported on the DFA 46 to line K, In-Home Supportive Services Staff Activities/Service Arrangement.

Finally, please note that only in the County Welfare Staff Provider Mode are counties authorized to perform employer/supervisory functions, (e.g., hiring, training, scheduling, dismissing of IHSS providers).

All questions concerning this letter should be directed to the Fiscal Policy and Procedures Bureau, at (916) 445-7046 or ATSS 485-7046.



JAMES H. GOMEZ  
Deputy Director  
Administration

cc: CWDA